

Assignments, Details, and Transfers

Initial Assignment of Regular Army Second Lieutenants

**Headquarters
Department of the Army
Washington, DC
28 January 1985**

UNCLASSIFIED

SUMMARY of CHANGE

AR 614-105

Initial Assignment of Regular Army Second Lieutenants

This is a complete revision of AR 614-105 which updates policies and procedures for processing the initial assignment of newly appointed RA second lieutenants. It establishes provisions for excess leave (para 9). Mobilization procedures are implemented (para 13). Table 1 announces the specialties that new lieutenants can be accessed into. Table 2 revises and provides instructions for completing the new DA Form 4255-R (Request for Initial Assignment Instructions for Active Duty).

Effective 28 January 1985

Assignments, Details, and Transfers

Initial Assignment of Regular Army Second Lieutenants

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.
General, United States Army
Chief of Staff

Official:

DONALD J. DELANDRO
Brigadier General, United States Army
The Adjutant General

History. This UPDATE printing publishes a revision, which is effective 28 January 1985. Because the structure of the entire revised text has been reorganized, no attempt has been made to highlight changes from the earlier regulation dated 5 December 1977.

Summary. This regulation on the administration of newly appointed Regular Army second lieutenants has been revised. It updates the policies and procedures for processing initial assignments of all newly appointed Regular Army second lieutenants, adds accessions specialties, and establishes provisions for excess leave in addition to regular or advanced leave. This revision also provides guidance on implementation under mobilization and updates DA Form 4255-R (Request for Initial Assignment Instructions for Active Duty).

Applicability. This regulation applies to Regular Army second lieutenants and the US Army Reserve. It does not apply to the Army National Guard.

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Army management control process. Supplementation. Supplementation of this

regulation is prohibited without prior approval from US Army Military Personnel Center, ATTN: DAPC-OPP-P, ALEX VA 22332-0400.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAPC-OPP-P), ALEX VA 22332-0400.

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*This regulation supersedes AR 614-105, 5 December 1977.

RESERVED

1. Purpose

This regulation sets forth policies and procedures for requesting and issuing initial assignment to second lieutenants. It applies to all newly commissioned second lieutenants who have been selected for Regular Army (RA) appointments.

2. References

a. Required publications.

(1) AR 37-100-XX, The Army Management Structure. (Cited in para 16.)

(2) AR 310-10, Military Orders. (Cited in para 18.)

(3) AR 601-100, Appointment of Commissioned and Warrant Officers in the Regular Army. (Cited in para 14.)

(4) AR 611-110, Selection and Training of Army Aviation Officers. (Cited in para 7.)

(5) AR 614-6, Permanent Change of Station Policy. (Cited in table 1.)

(6) AR 614-30, Oversea Service. (Cited in table 2.)

(7) AR 630-5, Leave, Passes, Permissive Temporary Duty, and Public Holidays. (Cited in para 15.)

(8) AR 680-29, Military Personnel Organization and Type of Transaction Codes. (Cited in table 2.)

b. Prescribed form. DA Form 4255-R, Request for Initial Assignment Instructions on Active Duty. (Cited in paras 4 and 8.)

c. Referenced forms.

(1) DA Form 31, Request and Authority for Leave.

(2) DA Form 61, Application for Appointment.

(3) DA Form 4370-R, Cadet/Student Initial Preference Statement (HQ DA LTR 145-84-1).

3. Explanation of abbreviations

a. AMEDD - Army Medical Department

b. BOBCC - Branch Officer Basic Course Conference

c. CONUS - continental United States

d. DMG - Distinguished Military Graduate

e. MILPERCEN - US Army Military Personnel Center

f. OBC - Officer Basic Course

g. PCS - permanent change of station

h. PMS - Professor of Military Science

i. RA - Regular Army

j. RCPAC - US Army Reserve Components Personnel and Administration Center

k. ROTC - Reserve Officers' Training Corps

l. TDY - temporary duty

m. USMA - United States Military Academy

4. Responsibilities

a. The Commanding General, US Army Military Personnel Center (CG, MILPERCEN) will—

(1) Provide administrative assistance to all precommissioning sources.

(2) Not later than 1 January, furnish a tentative list of available initial assignments for all educational delay officers to the Commanding General, Reserve Components Personnel and Administration Center (CG, RCPAC).

(3) Not later than 13 January, furnish rosters of all Reserve Officers' Training Corps (ROTC) cadets who were selected for commissioning and assigned to one of the branches listed in table 1 to the ROTC region commanders and CG, RCPAC. The rosters will be by school and branch.

Table 1

Accession Specialties by Branch

Branch:: Adjutant General Corps (AG)

Code Number:: 42

Specialties:: Administration and Personnel Systems

Branch:: Air Defense Artillery (AD)

Code Number:: 14

Specialties:: Air Defense Artillery

Table 1

Accession Specialties by Branch—Continued

Branch:: Army Medical Specialist Corps (AMS)

Code Number:: 65A

Specialties:: Occupational Therapist

Branch:: Army Medical Specialist Corps (AMS)

Code Number:: 65B

Specialties:: Physical Therapist

Branch:: Army Medical Specialist Corps (AMS)

Code Number:: 65C

Specialties:: Hospital Dietitian

Branch:: Army Nurse Corps (AN)

Code Number:: 66

Specialties:: Nurse

Branch:: Aviation Branch (AV)

Code Number:: 15

Specialties:: Aviation

Branch:: Chemical Corps (CM)

Code Number:: 74

Specialties:: Chemical

Branch:: Corps of Engineers (EN)

Code Number:: 21

Specialties:: Engineer

Branch:: Field Artillery (FA)

Code Number:: 13

Specialties:: Field Artillery

Branch:: Finance Corps (FI)

Code Number:: 44

Specialties:: Finance

Branch:: Infantry (IN)

Code Number:: 11

Specialties:: Infantry

Branch:: Military Intelligence (MI)

Code Number:: 35

Specialties:: Military Intelligence

Branch:: Military Police Corps (MP)

Code Number:: 31

Specialties:: Military Police

Branch:: Ordnance Corps (OD)

Code Number:: 73

Specialties:: Missile Materiel Management

Branch:: Ordnance Corps (OD)

Code Number:: 75

Specialties:: Munitions Material Management

Branch:: Ordnance Corps (OD)

Code Number:: 91

Specialties:: Maintenance Management

Branch:: Quartermaster Corps (QM)

Code Number:: 81

Specialties:: Petroleum Management

Branch:: Quartermaster Corps (QM)

Code Number:: 82

Specialties:: Food Management

Branch:: Quartermaster Corps (QM)

Code Number:: 92

Specialties:: Materiel/Services

Branch:: Signal Corps (SC)

Code Number:: 25

Specialties:: Communications - Electronics

Branch:: Signal Corps (SC)

Code Number:: 27

Specialties:: Communications - Electronics Engineering

Branch:: Transportation Corps (TC)

Table 1
Accession Specialties by Branch—Continued

Code Number:: 95
Specialties:: Transportation Management
Branch:: Aviation (AV)
Code Number:: 15
Specialties:: Aviation
Branch:: Armor (AR)
Code Number:: 12
Specialties:: Armor

(4) Not later than 31 January, furnish a tentative listing of available initial assignments to the ROTC region commanders. The graduating cadets will use this list as a guide when selecting their initial assignment preferences.

(5) Not later than 15 February, furnish to the Superintendent, United States Military Academy, a listing of available initial assignments by branch and specialty (except for AMEDD branches).

(6) Not later than 15 March, determine the initial assignments for ROTC commissionees. Assignment instructions, to include TDY, will be furnished to the responsible headquarters (either CG, RCPAC or the appropriate ROTC region commander). For those cadets scheduled to graduate prior to 1 May, assignment instructions will be provided as soon as possible; for all others, assignment instructions will be furnished no later than 45 days before graduation.

(7) Approve or disapprove requests received from ROTC camp commanders who need the services of RA selectees to take part in the ROTC summer camp program.

b. The CG, RCPAC will—

(1) Maintain control over all educational delay officers who are scheduled to enter on active duty.

(2) On receipt of the tentative listings of available initial assignment, furnish these listings to the officers scheduled to enter active duty in an RA status. Use the listings to complete item 18 on the DA Form 4255-R (Request for Initial Assignment Instructions for Active Duty).

(3) Not later than 15 February, ensure that the DA Forms 4255-R are received from all officers scheduled to enter on active duty as RA officers in the current fiscal year.

(4) Ensure that those officers assigned to the Officer Personnel Management Directorate (OPMD) managed branches and the Army Medical Department (AMEDD) branches have DA Form 4255-R hand-carried to MILPERCEN by the RCPAC representatives who attend the annual Branch Officer Basic Course Conference (BOBCC).

(5) On receipt of assignment instructions from the CG, MILPERCEN and The Surgeon General, issue the active duty orders for all officers under RCPAC control. The orders will also include information that the officers are assigned according to this regulation.

c. The Surgeon General will—

(1) Determine the Officer Basic Course (OBC) quotas for RA officers scheduled to enter on active duty in one of the AMEDD branches.

(2) Not later than 15 January, furnish a tentative listing of available initial assignments to the ROTC region commanders and the CG, RCPAC.

(3) Determine quotas for attendance at AMEDD OBC. Furnish these quotas to attendees at the MILPERCEN BOBCC.

(4) Not later than 15 March, provide initial assignment instructions to the CG, RCPAC and the ROTC region commanders for all officers scheduled to enter on active duty in one of the AMEDD branches. For those officers scheduled to graduate prior to 1 June, assignment instructions will be provided as soon as possible.

d. The Superintendent, United States Military Academy (USMA) will—

(1) Maintain control over all USMA graduates to ensure active duty orders are issued.

(2) Counsel graduating cadets on the provisions of this regulation before they complete the DA Form 4255-R.

(3) Have each graduating cadet complete a DA Form 4255-R. The representative attending the BOBCC will then hand-carry it to MILPERCEN.

(4) Issue individual active duty orders for all graduating cadets. Include TDY en route to attend the OBC and any specialty training courses (if appropriate). Also include information that the officers are assigned according to this regulation.

e. ROTC region commanders will—

(1) Maintain control over all ROTC graduates selected for RA and scheduled for active duty.

(2) Ensure that all cadets assigned to the Office of Personnel Management managed branches and the AMEDD branches complete DA Form 4255-R using the special instructions listed in table 2. These forms must be hand-carried to the annual BOBCC by the attending representatives.

Table 2
Instructions for completing DA Form 4255-R

Item:: 1
Instructions:: Self-explanatory.
Item:: 2
Instructions:: Self-explanatory.
Item:: 3
Instructions:: Self-explanatory.
Item:: 4
Instructions:: ROTC cadets enter 1st, 2d, 3d, or 4th Region (as appropriate). USMA cadets enter USMA.
Item:: 5
Instructions:: Self-explanatory.
Item:: 6
Instructions:: List selected branch and specialty.
Item:: 7
Instructions:: Enter day, month, and year.
Item:: 8
Instructions:: Enter "F" for female; "M" for male.
Item:: 9
Instructions:: Enter one of the following categories: Annulled, Divorced, Married, Legal Separation, Single, or Widowed (See AR 680-29).
Item:: 10
Instructions:: Self-explanatory.
Item:: 11
Instructions:: Enter one of the following categories: C - White/Caucasian; N - Black/Negroid; R - Red/American Indian; M - Yellow/Asian/Mongoloid; Y - Other; Z - Unknown.
Item:: 12
Instructions:: Enter any educational training received as a member of the Armed Forces or as an ROTC cadet.
Item:: 13
Instructions:: Self-explanatory.
Item:: 14
Instructions:: Check appropriate blocks. Add source if "other" box is checked. Distinguished military graduates will also check either the scholarship or nonscholarship blocks.
Item:: 15
Instructions:: Self-explanatory.
Item:: 16
Instructions:: Self-explanatory.
Item:: 17
Instructions:: Check only items that apply; otherwise, leave blank.
a. If notified of selection, indicate that you will accept an RA appointment when offered.
b. Indicate date you will accept your RA appointment. (All RA selectees

Table 2
Instructions for completing DA Form 4255-R—Continued

are required to accept RA upon completion of degree requirements unless delayed by Region or HQDA or entering into education delay status.)

c. If notified of selection for an RA appointment and you do not want to accept the appointment, check here. (Otherwise leave blank.) Indicate the reason you decline the RA appointment in item 19 on the reverse side of this form.

d. Indicate by month and year, three dates that you would like to enter active duty. (RA selectees are on active duty upon execution of RA oath of office.)

e. Indicate the number of days of advanced leave you want prior to reporting to your first duty station. If none indicate "0".

f. Indicate the number of days of excess you would like to take place prior to your OBC.

g. Check this item if you are willing to complete an assignment overseas, such as Germany. RA selectees will be automatically extended if assigned overseas.

h. If you served in the Peace Corps, check this item and indicate the country you served in.

i. Check this item if you want additional training following completion of your OBC.

Item:: 18

Instructions:: List 10 assignment preferences in the order desired. Four of the preferences must be overseas assignments. Preferences will be selected from the listing provided by HQDA to the Superintendent, USMA; CG, RCPAC; and the ROTC region commanders. See AR 614-30 for overseas areas where dependents are or are not authorized. USMA cadets will enter the assignment determined by the USMA assignment selection process.

Item:: 19

Instructions:: Enter any of the following examples of specific career preferences or special considerations that may have a bearing on your initial assignment:

a. Marriage to another member of the Armed Forces. (Complete item 20.)

b. Marriage to a civilian spouse.

c. Request for companion assignment. (Include name, rank, social security number, service branch, and unit of assignment of the individual with whom assignment is desired.)

d. Request for assignment to a specific unit or area for compassionate reasons will be submitted separately with required documentation as stated in AR 614-6.

e. Cadets selected for appointment in the Army Nurse Corps will enter the State and date of completion of the State board examination.

f. Cadets selected for appointment in the Army Medical Specialist Corps will indicate date of completion of all aspects of their professional program. (Include clinical affiliation field work experience and internships as applicable.) In addition, dietitians and occupational therapists must enter date of completion of registry examination given by their professional organizations and their registration number if available. (If examination has not yet been taken, the projected date will be entered.)

Item:: 20

Instructions:: If married to another member of the Armed Forces and a joint assignment is desired, check "Yes" and provide necessary information.

Item:: 21-22

Instructions:: Sign form and enter the date this form is completed.

Item:: 23

Instructions:: Leave blank. Branch officer basic course information will be entered by the ROTC region commanders or CG, RCPAC for ROTC graduation cadets or by the CG, MILPERCEN for USMA graduating cadets.

Item:: 24

Instructions:: Leave blank. Assignment information will be entered by the CG, MILPERCEN.

(3) Once assignment instructions are received from the CG, MILPERCEN or from The Surgeon General, issue individual active duty orders to include TDY en route to attend the OBC and any

specialty training courses (if appropriate). The orders will also include information that the officers are assigned according to this regulation.

(4) Within 30 days after receipt of DA Forms 4255-R, furnish to HQDA (DAPC-OPP-P), ALEX VA 22332-0400, the names of those cadets who have indicated they do not want an appointment in the RA.

f. Professors of Military Science (PMS) will—

(1) Have each graduating cadet who is scheduled to enter on active duty complete a DA Form 4255-R. Ensure all cadets have complied with the special instructions stated in table 2 for completing item 18 of the form.

(2) Inform those graduating cadets whose RA appointments cannot be consummated on graduation that—

(a) At that time they will be appointed and ordered to active duty in a USAR status to their selected RA basic branch. Cadets will then be assigned according to this regulation if they intend to accept the RA appointment.

(b) If the reason for not consummating their appointment is due to the incomplete requirements, on favorable completion of the pending requirements, they will be considered for integration into the RA as specified in the annual HQDA letter.

(3) Inform those graduating cadets who have received approval to defer their RA appointments for 60 days or less that they will be appointed in the USAR. They will not report for active duty until they take their RA oath. (See AR 601-100, para 5-7b).

(4) Inform the cadets who have been selected for appointment in the RA and have applied for an educational delay that before the end of the educational delay a completed DA Form 4255-R must be sent to the CG, RCPAC. Forms should be mailed so as to arrive at RCPAC not later than 15 January.

(5) Inform all graduating cadets selected for RA appointments that if they fail to accept the RA appointment or if for any reason they are not appointed in the RA, no further consideration for assignment under this regulation will be given.

(6) Ensure that the provisions of this regulation are brought to the attention of all graduating cadets selected for appointment in the RA.

5. Unique skills usage

Each year officers enter the Army with unique and often perishable technical skills that are acquired through education or civilian experience. Specifically, these officers hold PhD degrees or masters degrees in engineering, or scientific disciplines or unusual language skills. Based on Army needs and regardless of component, these officers will be considered for special management and for initial assignments that capitalize on their unique skills. MILPERCEN will identify newly commissioned officers who are eligible for special career development procedures and award additional specialties as appropriate. Initial assignments and follow-on career development plans will be coordinated with the Career Programs Branch (DAPC-OPA-C) and the appropriate assignment divisions. These procedures will ensure that initial entry officers with special skills are assigned and developed to make a maximum contribution to the US Army.

6. Assignment procedures

Assignment opportunities will be based on a worldwide distribution plan to table of organization and equipment units and to basic and advanced individual training units. Consistent with the needs of the Army, assignment will provide equal consideration of the initial assignment preferences to all RA officers without regard to source of commission.

7. Training

a. *Officer Basic Course.* All newly appointed RA second lieutenants will attend the OBC of the branch to which appointed. Cadets appointed in one of the AMEDD branches may be ordered on TDY to an Army Medical Treatment Facility for additional training in their specialties en route to the initial permanent change of station (PCS) assignments.

b. *Army Aviation Flight Training.* Individuals who want Army

Aviation Flight Training must meet the eligibility requirements outlined in AR 611-110. USMA and ROTC graduates who accept appointments in the RA and meet the eligibility requirements may apply by requesting Aviation Branch as their first choice when completing DA Form 61 (Application for Appointment) and DA Form 4370-R (Cadet/Student Initial Preference Statement).

8. Initial assignment preferences

a. New accessions from USMA, ROTC, and RCPAC will use DA Form 4255-R to convey their duty preferences to MILPERCEN. (DA Form 4255-R will be reproduced locally on 8½- by 11-inch paper, printed head to head. A copy for reproduction purposes is located at the back of this regulation.)

- (1) DA Form 4255-R permits cadets to—
 - (a) Request a specific OBC reporting date.
 - (b) Apply for specialized training, such as, ranger, airborne, flight, and language training.
 - (c) Adjust entrance on active duty date.
 - (d) Request an initial permanent duty station.
 - (e) Request additional specialties (ADSPECS). Justification for seeking ADSPECS must be included in remarks section.

(2) Cadets are encouraged to relay special considerations to MILPERCEN concerning personal events (marriage, handicapped spouse, etc.) affecting active duty scheduling. Although this form is important when considering cadets for assignments, the Army requirements must be filled and assignments may be made that may be contrary to the preference of the applicant.

b. Cadets will complete DA Form 4255-R in duplicate. These forms will be taken by the controlling headquarters to the annual BOBCC at MILPERCEN. After the conference, each headquarters will retain a copy, and the original will be left with the Career Management Division or The Surgeon General's Office (for AMEDD designees).

9. Leave

The PMS administering the commissioning oath will process the DA Form 31 (Request and Authority for Leave) for all ROTC graduates who wish to take leave. The CG, RCPAC will initiate the DA Form 31 for all individuals within his or her control. The commanders of the first duty station, whether PCS or TDY, will ensure that the form is completed and processed for any ROTC or RCPAC RA officer who wishes to take advance or excess leave. The Superintendent, USMA will initiate the DA Form 31 for all USMA graduates.

a. Advance leave. Advance leave may be requested and granted to members before reporting to their first duty or training station. This is a chargeable leave period. (See AR 630-6, chap 5.)

b. Excess leave. The excess leave option is an additional provision made available to ROTC graduates commissioned on or after 1 April 1982. Officers retain the option of requesting advance leave in lieu of excess leave as outlined in AR 630-5, chapter 5. It is nonchargeable leave of up to 30 days that is granted on request to those graduates who are selected to enter active duty on graduation day. Those graduates entering active duty after graduation day cannot be granted excess leave that would allow the total number of days between graduation and active duty to exceed 30. Acceptance of excess leave precludes the graduate from receiving pay and allowances during this period. They will not be allowed to accrue any leave.

c. Graduation leave. Graduates of the USMA are granted nonchargeable graduation leave according to AR 630-5. This is nonchargeable leave authorized under section 702, title 10, United States Code.

10. Travel

TRADOC will establish BOBCC classes at times that will allow the timely attendance by officers who are ordered to active duty. Funds for the OBC TDY are provided by the Department of the Army according to AR 37-100-XX, Program Element 814771.25000. The appropriate BOBCC class number and quota source number will be

included in each active duty order by the activity that prepares the order.

a. Officers selected to attend a course or combination of courses at a single location (20 weeks or more including time awaiting the start of a course and time between courses) will be assigned in a PCS student status to the school where the course will be taught.

b. Officers selected to attend a course or combination of courses (less than 20 weeks, including time awaiting the start of a course and time between courses) at a single location will be assigned in a TDY status. The CG, MILPERCEN may grant extension of up to 22 weeks for all RA officers.

c. RA officers selected for a CONUS assignment, who encounter a delay prior to the start of an OBC of less than 20 weeks, may be assigned to their initial PCS assignment and then attend the OBC in a TDY and return status. This will be funded by HQDA if the officer enters training within 90 days of their entry on active duty. The initial active duty orders of the officers will include this TDY information.

d. Those officers selected to attend the OBC in a TDY status with an ultimate overseas assignment who have a delay en route to the overseas assignment will be assigned in a PCS student status to the school where the course is taught. This applies only if the delay would cause the total time to exceed 20 weeks between graduation or leave completion and reporting to the overseas assignment.

e. RA officers coming from outside of CONUS who have a delay in attending what would normally be a TDY OBC, but because of the delay will exceed the 20 weeks' limit, will be assigned as follows:

(1) If selected for a CONUS assignment, they may be assigned PCS to their initial duty station and attend the OBC in a TDY and return status. This will be funded by HQDA, provided they enter training within 90 days of their entry on active duty. The TDY information will be included in each officer's initial active duty order.

(2) If selected for an assignment within the same geographic location from which they are coming, they may be assigned to that initial duty station and attend their OBC in a TDY and return status. This will be funded by HQDA provided they enter training within 90 days of their entry on active duty.

(3) If selected for an assignment to another overseas location, they will be assigned in a PCS student status to the location where they will attend OBC.

11. Special duty

ROTC RA commissionees may agree to participate in the advanced camp program as cadre before they attend at OBC provided the camp commander concurs. The wish to do so must be indicated in the remarks section of the DA Form 4255-R. The form will be hand-carried to the BOBCC where a decision will be made by the CG, MILPERCEN. The decision will be based on field requirements and the availability of required training for the individual concerned. In no case will a new accession be used in such a program for more than 60 days. Officers selected will be assigned in a TDY status for the period of the ROTC camp duty. If the camp is located at the same station where they are scheduled to attend their OBC, they will be assigned in a PCS status if the total time they remain there is 20 weeks or more. Officers participating in this program have priority for attendance at their OBC after completion of cadre duty. New accessions must enter OBC within 90 days of their entry on active duty. ROTC camp commanders must provide TDY funds for officers in this program.

12. Distribution of orders

Orders must be distributed as stated in AR 310-10. Also, two copies of each initial active duty order and subsequent order, if a second PCS is authorized, will be furnished to the data processing activity that services the orders preparing agency. When the active duty order applies to more than one person, enough copies of the order will be furnished to the data processing unit to provide one copy for each organization of assignment included in the order.

13. Mobilization

a. The appointment of officers into the RA will most likely continue for conditions up through partial mobilization. With the implementation of the ROTC Mobilization Plan on full mobilization, a temporary suspension of the RA Boards for ROTC officers can be expected during the first 6 to 12 months following mobilization. Thereafter, depending on the level of intensity of the conflict and the output from USMA and the ROTC military schools, RA Boards may resume at HQDA or authority may be delegated to the MACOMs. If RA appointments should resume, the commander who selects the RA officer will also be responsible for the branching. ODCSPER will establish quotas by branch and specialty, which will be used during branching procedures.

b. For conditions of full or total mobilization the provisions of this regulation will most likely terminate. Based on HQDA guidance, RA and USAR commissioned officers will more than likely be assigned to meet worldwide requirements without regard to component. Officers will attend an OBC or OCS Mobilization Program of Instruction (MOBPOI) upon entry on active duty, followed by specialized training, if required, and then be assigned according to existing priorities.

RESERVED

INITIAL ACTIVE DUTY ASSIGNMENT INSTRUCTIONS REQUEST
For use of this form, see AR 614-105; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY:	Title 10, United States Code, Section 3012
PRINCIPAL PURPOSE:	To obtain information of individual preferences.
ROUTINE USES:	Basis for initial assignments, acceptance/declination of appointments, and extensions of service tour.
DISCLOSURE:	Disclosure of information requested is (a) Mandatory for USMA graduating cadets and other personnel on active duty in the Armed Forces. Failure to provide required information could result in action under article 92, UCMJ (b) Voluntary for those individuals not yet commissioned (ROTC Cadets) and those commissioned in the USAR but not yet on active duty. Failure to provide the required information can delay or prevent the processing of the individual's request for commissioning and/or active duty.

1. NAME	2. SSN	3. GRADE	4. ROTC REGION/COMMAND
5a. PERMANENT HOME ADDRESS (Include Zip Code)			6. BRANCH AND SPECIALTY
			7. DATE OF BIRTH
			8. SEX
TELEPHONE NUMBER (Include Area Code)			
b. ADDRESS FROM WHICH TRAVEL WILL COMMENCE (If different from above)			9. MARITAL STATUS
			10. DEPENDENTS
			ADULTS: CHILDREN:
			11. RACE

CIVILIAN AND/OR MILITARY EDUCATION

12. PRIOR MILITARY EDUCATION OR TRAINING COMPLETED (Airborne, Ranger, Air Assault, Officer Basic Course, etc.)

13a. NAME AND LOCATION OF COLLEGE OR UNIVERSITY	b. MAJOR SUBJECT AND TYPE DEGREE (Undergraduate and advanced)	c. DATE OF GRADUATION
14. SOURCE OF APPOINTMENT ROTC <input type="checkbox"/> SCHOLARSHIP <input type="checkbox"/> NONSCHOLARSHIP <input type="checkbox"/> USMA <input type="checkbox"/> OTHER _____	15. COMPONENT <input type="checkbox"/> RA <input type="checkbox"/> USAR <input type="checkbox"/> OTHER _____	16. SERVICE OBLIGATION <input type="checkbox"/> 2-YEAR <input type="checkbox"/> 3-YEAR <input type="checkbox"/> 4-YEAR <input type="checkbox"/> 5-YEAR

ASSIGNMENT CONSIDERATION DATA

17. a. ☐ I WILL ACCEPT REGULAR ARMY APPOINTMENT b. ☐ DATE OF APPOINTMENT: _____
(If different from graduation date)

c. ☐ I WILL DECLINE RA APPOINTMENT (indicate reasons in remarks section on reverse)

d. ☐ I DESIRE TO ENTER ACTIVE DUTY IMMEDIATELY AFTER GRADUATION/COMMISSIONING ON OR ABOUT (for ROTC only, indicate three choices by months and year): 1st _____ 2nd _____ 3rd _____

e. ☐ I DESIRE _____ DAYS ADVANCED LEAVE PRIOR TO REPORTING TO MY FIRST DUTY STATION.

f. ☐ I DESIRE _____ DAYS EXCESS LEAVE PRIOR TO MY OFFICER BASIC COURSE.

g. ☐ I WOULD BE WILLING TO EXTEND MY SERVICE OBLIGATION IN ORDER TO COMPLETE AN OVERSEAS TOUR
(non RA only)

h. ☐ I SERVED IN THE PEACE CORPS IN THE FOLLOWING NATION(S): _____

i. ☐ I DESIRE THE FOLLOWING ADDITIONAL TRAINING: ☐ AIRBORNE ☐ RANGER ☐ FLIGHT
☐ OTHER _____

M	TAB	TAB	TAB	TAB
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18. ASSIGNMENT PREFERENCES (In order of preference, list 10, of which 4 must be overseas)

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

19. REMARKS (Enter any specific information; compassionate or otherwise, which best describes/expresses your desires for your initial assignment).

20. JOINT DOMICILE DATA. DO YOU REQUIRE A JOINT DOMICILE ASSIGNMENT? (If yes, indicate the name, SSN, grade, branch and location of spouse.)

☐ Yes ☐ NO

21. SIGNATURE _____

22. DATE _____

SERVICE SCHOOL DATA

23a. NAME AND LOCATION OF SERVICE SCHOOL	b. COURSE NO.	c. CLASS NUMBER	d. REPORTING DATE	e. CLOSING DATE
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DEPARTMENT OF THE ARMY INSTRUCTIONS

24a. DUTY ASSIGNMENT AND STATION _____

24b. ALLOCATION NUMBER AND SPECIALTY _____

c. ADDITIONAL INSTRUCTIONS _____

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